

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: STAFF	STANDARD NO. CSS-02-103
	SUBJECT: AGENCY SUPPORT STAFF QUALIFICATIONS	PAGE: 1 of 1
REFERENCES: None		DATE ADOPTED: 2-20-2015 DATE REVIEWED: 2-17-2015

STANDARD: Written policy, procedure and practice shall require detailed job descriptions for all Agency Support Staff. The applicant shall at a minimum meet the following requirements for employment:

- Be twenty-one (21) years of age or older or a student intern from an accredited college program
- Be free of any felony conviction or adjudication in this or any other state or in any military tribunal
- Not be registered on the Kansas child abuse registry
- Not be registered on the Kansas adult abuse registry
- Possess a valid driver's license

A request for an exception to the above requirement for lack of felony convictions or adjudications may be submitted to a designated Juvenile Services staff member and will be presented to the Deputy Secretary for possible approval. If an exception is requested the following documentation is needed: the results of the background check, a letter from the local director stating the reason the exception is being requested, and a copy of the exception granted by the KCJIS staff.

The above will be checked prior to initial employment and annually for the duration of employment. Documentation of the background checks must include a physical copy of those results from the original source and must be kept in the staff member's personnel file.

Criminal record checks must be based upon finger prints taken prior to employment by their local law enforcement agency. These fingerprints are to remain in the staff member's personnel file for the duration of their employment. Finger prints do not have to be submitted annually.

Support staff may include interns, volunteers, transporters and surveillance positions.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.